

Office of the  
Legislative Fiscal Analyst

## **FY 2005 Budget Recommendations**

Joint Appropriations Subcommittee for  
Economic Development and Human Resources

### **DCED - Administration**

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**1.0 DCED - Administration****Summary**

The Administration of DCED consists of human resources, information technology, finance, legal services, research, planning, and communication functions.

|                         | <b>Analyst<br/>FY 2005<br/>Base</b> | <b>Analyst<br/>FY 2005<br/>Changes</b> | <b>Analyst<br/>FY 2005<br/>Total</b> |
|-------------------------|-------------------------------------|--|--------------------------------------|
| <b>Financing</b>        |                                     |  |                                      |
| General Fund            | 2,368,800                           |  | 2,368,800                            |
| <b>Total</b>            | <u>\$2,368,800</u>                  | <u>\$0</u>                             | <u>\$2,368,800</u>                   |
| <b>Programs</b>         |                                     |  |                                      |
| Executive Director      | 484,300                             |  | 484,300                              |
| Information Technology  | 822,800                             |  | 822,800                              |
| Administrative Services | 1,061,700                           |  | 1,061,700                            |
| <b>Total</b>            | <u>\$2,368,800</u>                  | <u>\$0</u>                             | <u>\$2,368,800</u>                   |
| <b>FTE/Other</b>        |                                     |  |                                      |
| Total FTE               | 24                                  |  | 24                                   |

## **2.0 Issues: DCED - Administration**

### **2.1 Intent Language**

The Analyst recommends the following intent:

*It is the intent of the Legislature that funding for Administration be non-lapsing subject to the provisions of UCA 63-38-8.1.*

*Funds encumbered to pay contractual obligations issued prior to May 1 shall also be considered non-lapsing.*

### 3.0 Programs - Administration

#### 3.1 Executive

**Recommendation** The Analyst recommends a budget of \$484,300.

|                        | 2003             | 2004              | 2005             | Est/Analyst       |
|------------------------|------------------|-------------------|------------------|-------------------|
| <b>Financing</b>       | <b>Actual</b>    | <b>Estimated*</b> | <b>Analyst</b>   | <b>Difference</b> |
| General Fund           | 484,700          | 484,000           | 484,300          | 300               |
| General Fund, One-time |                  | 1,600             |                  | (1,600)           |
| Beginning Nonlapsing   |                  | 700               |                  | (700)             |
| Closing Nonlapsing     | (700)            |                   |                  |                   |
| <b>Total</b>           | <b>\$484,000</b> | <b>\$486,300</b>  | <b>\$484,300</b> | <b>(\$2,000)</b>  |
| <b>Expenditures</b>    |                  |                   |                  |                   |
| Personal Services      | 435,300          | 429,700           | 428,300          | (1,400)           |
| In-State Travel        | 3,000            | 4,100             | 4,100            |                   |
| Out of State Travel    | 5,500            | 6,700             | 6,700            |                   |
| Current Expense        | 34,000           | 40,300            | 39,700           | (600)             |
| DP Current Expense     | 6,200            | 5,500             | 5,500            |                   |
| <b>Total</b>           | <b>\$484,000</b> | <b>\$486,300</b>  | <b>\$484,300</b> | <b>(\$2,000)</b>  |
| <b>FTE/Other</b>       |                  |                   |                  |                   |
| Total FTE              | 6                | 6                 | 6                | 0                 |

\*Non-state funds as estimated by agency

#### Purpose

The director and his staff lead and coordinate the department's work with the governor, other state agencies, and the public. The Executive Section coordinates the efforts of the various divisions of the department in communicating the Utah message. Responsibility for the Administration is divided between the Director and the Deputy Director. The Department director is responsible for the vision, policy and marketing functions while the deputy is responsible for operations management and administration.

#### Performance Measures

The performance measures of each program of the department are facilitated by the Administration.

### 3.2 Information Technology

**Recommendation**      The Analyst recommends a budget of \$822,800.

|                        | <b>2003</b>      | <b>2004</b>       | <b>2005</b>      | <b>Est/Analyst</b> |
|------------------------|------------------|-------------------|------------------|--------------------|
|                        | <b>Actual</b>    | <b>Estimated*</b> | <b>Analyst</b>   | <b>Difference</b>  |
| <b>Financing</b>       |                  |                   |                  |                    |
| General Fund           | 707,500          | 823,100           | 822,800          | (300)              |
| General Fund, One-time |                  | 1,800             |                  | (1,800)            |
| Beginning Nonlapsing   | 125,700          | 26,600            |                  | (26,600)           |
| Closing Nonlapsing     | (26,600)         |                   |                  |                    |
| <b>Total</b>           | <b>\$806,600</b> | <b>\$851,500</b>  | <b>\$822,800</b> | <b>(\$28,700)</b>  |
| <b>Expenditures</b>    |                  |                   |                  |                    |
| Personal Services      | 518,900          | 610,600           | 608,500          | (2,100)            |
| Out of State Travel    | 100              | 4,300             | 4,300            |                    |
| Current Expense        | 20,800           | 25,100            | 25,100           |                    |
| DP Current Expense     | 145,400          | 166,500           | 139,900          | (26,600)           |
| DP Capital Outlay      | 121,400          | 45,000            | 45,000           |                    |
| <b>Total</b>           | <b>\$806,600</b> | <b>\$851,500</b>  | <b>\$822,800</b> | <b>(\$28,700)</b>  |
| <b>FTE/Other</b>       |                  |                   |                  |                    |
| Total FTE              | 10               | 10                | 10               | 0                  |

\*Non-state funds as estimated by agency

### Purpose

The Information Technology section is responsible for information technology systems and programs within the department. The program is divided into two sections, operations and e-solutions. Resources provided include: network services; application development and delivery; internet and web services and customer desk top support.

Responsibilities include: maintenance and support of all computer room backend services, LAN and WAN connectivity; web services and delivery; database support and maintenance; application development and support and email services.

### 3.3 Administrative Services

**Recommendation**      The Analyst recommends a budget of \$1,061,700.

|                        | <b>2003</b>        | <b>2004</b>        | <b>2005</b>        | <b>Est/Analyst</b> |
|------------------------|--------------------|--------------------|--------------------|--------------------|
|                        | <b>Actual</b>      | <b>Estimated*</b>  | <b>Analyst</b>     | <b>Difference</b>  |
| <b>Financing</b>       |                    |                    |                    |                    |
| General Fund           | 1,179,700          | 1,061,700          | 1,061,700          |                    |
| General Fund, One-time |                    | 1,800              |                    | (1,800)            |
| Beginning Nonlapsing   |                    | 10,600             |                    | (10,600)           |
| Closing Nonlapsing     | (10,600)           |                    |                    |                    |
| Lapsing Balance        | (108,300)          |                    |                    |                    |
| <b>Total</b>           | <b>\$1,060,800</b> | <b>\$1,074,100</b> | <b>\$1,061,700</b> | <b>(\$12,400)</b>  |
| <b>Expenditures</b>    |                    |                    |                    |                    |
| Personal Services      | 580,100            | 638,300            | 636,400            | (1,900)            |
| In-State Travel        | (200)              | 3,000              | 3,000              |                    |
| Out of State Travel    | 1,400              | 3,800              | 3,800              |                    |
| Current Expense        | 474,100            | 423,200            | 412,700            | (10,500)           |
| DP Current Expense     | 5,400              | 5,800              | 5,800              |                    |
| <b>Total</b>           | <b>\$1,060,800</b> | <b>\$1,074,100</b> | <b>\$1,061,700</b> | <b>(\$12,400)</b>  |
| <b>FTE/Other</b>       |                    |                    |                    |                    |
| Total FTE              | 11                 | 9                  | 8                  | (1)                |

\*Non-state funds as estimated by agency

### Purpose

Administrative Services coordinates and facilitates the business functions of the department. The Administrative team provides the department's public relations, research, personnel, budget, accounting, and internal auditing services.

Research services provided include economic and demographic data as well as ad hoc research as requested.

The Internal Audit Office ensures effectiveness of controls and reliability of data. They also evaluate department adherence to plans, policies, procedures and laws. Work is coordinated with any outside audits being conducted.

Communication and Media relations provide the public relations function for the department. They work closely with the Governor's Office and division directors to ensure the Department maximizes media opportunities.

## 4.0 Additional Information

### 4.1 Funding History

|                         | 2001               | 2002               | 2003               | 2004               | 2005               |
|-------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| <b>Financing</b>        | <b>Actual</b>      | <b>Actual</b>      | <b>Actual</b>      | <b>Estimated*</b>  | <b>Analyst</b>     |
| General Fund            | 2,682,300          | 2,658,700          | 2,371,900          | 2,368,800          | 2,368,800          |
| General Fund, One-time  |                    |                    |                    | 5,200              |                    |
| Beginning Nonlapsing    | 35,200             | 50,700             | 125,700            | 37,900             |                    |
| Closing Nonlapsing      | (50,700)           | (125,700)          | (37,900)           |                    |                    |
| Lapsing Balance         |                    |                    | (108,300)          |                    |                    |
| <b>Total</b>            | <b>\$2,666,800</b> | <b>\$2,583,700</b> | <b>\$2,351,400</b> | <b>\$2,411,900</b> | <b>\$2,368,800</b> |
| <b>Programs</b>         |                    |                    |                    |                    |                    |
| Executive Director      | 577,100            | 574,800            | 484,000            | 486,300            | 484,300            |
| Information Technology  | 966,500            | 890,200            | 806,600            | 851,500            | 822,800            |
| Administrative Services | 1,123,200          | 1,118,700          | 1,060,800          | 1,074,100          | 1,061,700          |
| <b>Total</b>            | <b>\$2,666,800</b> | <b>\$2,583,700</b> | <b>\$2,351,400</b> | <b>\$2,411,900</b> | <b>\$2,368,800</b> |
| <b>Expenditures</b>     |                    |                    |                    |                    |                    |
| Personal Services       | 1,814,700          | 1,873,000          | 1,534,300          | 1,678,600          | 1,673,200          |
| In-State Travel         | 8,000              | 9,700              | 2,800              | 7,100              | 7,100              |
| Out of State Travel     | 25,700             | 12,000             | 7,000              | 14,800             | 14,800             |
| Current Expense         | 527,300            | 520,900            | 528,900            | 488,600            | 477,500            |
| DP Current Expense      | 246,000            | 158,900            | 157,000            | 177,800            | 151,200            |
| DP Capital Outlay       | 45,100             | 9,500              | 121,400            | 45,000             | 45,000             |
| Other Charges/Pass Thru |                    | (300)              |                    |                    |                    |
| <b>Total</b>            | <b>\$2,666,800</b> | <b>\$2,583,700</b> | <b>\$2,351,400</b> | <b>\$2,411,900</b> | <b>\$2,368,800</b> |
| <b>FTE/Other</b>        |                    |                    |                    |                    |                    |
| Total FTE               | 31                 | 30                 | 27                 | 25                 | 24                 |
| Vehicles                | 7                  | 9                  | 10                 | 10                 | 10                 |

\*Non-state funds as estimated by agency.